

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
TUESDAY, OCTOBER 16, 2001
8:30 A.M.**

Commissioners Present: Kathy Campbell, Chair
Bob Workman, Vice Chair
Larry Hudkins
Bernie Heier
Ray Stevens

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Dave Johnson, Deputy County Attorney
Bruce Medcalf, County Clerk
Trish Owen, Deputy County Clerk
Ann Taylor, County Clerk's Office

The Staff Meeting was called to order at 8:32 a.m.

AGENDA ITEM

**1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY,
SEPTEMBER 27, 2001**

MOTION: Heier moved and Workman seconded approval of the Staff Meeting minutes of September 27, 2001. Heier, Workman and Campbell voted aye. Hudkins and Stevens were absent from voting. Motion carried.

2 ADDITIONS TO THE AGENDA

None were stated.

3 HEALTH INSURANCE RENEWAL RATES - Steve Snyder, Marsh USA, Inc.; Georgia Glass, Personnel Director; Bill Kostner, City Risk Manager

Steve Snyder, Marsh USA, Inc., reported that he has had discussions with Ameritas, insurers of the County's dental plan, regarding the feasibility of self-funding the plan and said the only difference will be in the cost of administration. He said the County pays \$8.61 per employee, per month for administration of dental plan on an insured basis. If the County elects to self-fund the plan, Ameritas is willing to administer it for \$4.71 per employee, per month, an annual savings of approximately \$35,000.

Hudkins and Stevens arrived at 8:36 a.m.

Snyder said Ameritas will be liable for all claims incurred prior to January 1, 2002, if the County terminates the current insured arrangement and said the County would be able to accumulate reserves during this time period to use in the event of termination of the self-funded plan. He estimated a \$65,000 reduction in cash expenditures for the coming year (\$35,000 differential in administrative fees and \$30,000 deferred liability for establishing a reserve). Snyder recommended that the current funding level be maintained, which will enable reserves to be built that can be used if there are future claim fluctuations.

In response to a question from Hudkins, Snyder said Ameritas will only be paid to administer the dental plan. The balance of funds will be placed in a bank account which Ameritas will access to pay claims on the County's behalf.

Snyder also reported that claims experience for the County's health insurance plan has improved significantly. He said he plans to meet with United Healthcare to discuss renewal rates and will give a report at the October 18, 2001 Staff Meeting.

- 4 **REDISTRICTING** - Kent Morgan, Assistant Planning Director; Cindy Dittman and Alan Griffin, Planning Department; Dave Shively, Election Commissioner

The Board discussed redistricting and tentatively approved new County Commissioner districts (see a map of *County Commissioner Districts - Preferred Alternate* in Exhibit A).

- 5 **MILITARY LEAVE** - Georgia Glass, Personnel Director; Diane Staab, Deputy County Attorney

Diane Staab, Deputy County Attorney, distributed a draft memorandum to department heads addressing the issue of employee military activation (Exhibit B). She explained that *Lancaster County Personnel Rule 19.6, Military Leave* provides that all employees who are members of designated guard or reserve units are entitled to 15 days of military leave with pay, per calendar year. Employees on military leave will retain their benefits, but will not accrue sick or vacation time or receive pension contributions while on leave without pay. She said employees on military leave without pay for 31 days or less will be covered by the County's health, dental, vision and life insurance plans at the employee's premium cost. Employees on leave more than 31 days may elect to retain their insurance for 18 months under the County's Combined Omnibus Budget Reconciliation Act (COBRA) provisions.

In response to a question from Campbell, Staab said insurance is also available through the military, although the coverage and providers will not be the same.

Georgia Glass, Personnel Director, said the County could elect to treat employees on military leave the same as employees who are granted a maximum of 12 weeks of leave per year for personal or family illness under the Family Medical Leave Act (FMLA).

Staab some employers have opted to do so, although it is not required by law. She added that this may be a negotiable item under the union contract.

MOTION: Workman moved and Heier seconded to direct that a County Resolution be drafted extending insurance coverage for employees on military leave from the current 31 days to a maximum of 12 weeks as specified in the Family Medical Leave Act (FMLA), in consideration of the current military situation, and stating that the policy will be reviewed annually by the County Board and will remain in effect until it is rescinded by the County Board. Workman, Heier, Stevens, Hudkins and Campbell voted aye. Motion carried.

6 COUNTY SPACE NEEDS - Don Killeen, County Property Manager; Dennis Keefe, Public Defender; Norm Agena, County Assessor

Campbell reported that Mayor Wesely does not want to relocate the Personnel Department to the former Election Commission Building, 555 South 9th Street, but is willing to move City Risk Management from the second floor of the City County Building. She said the Mayor has also indicated that he would like the third floor of the County-City Building opened and said the Public Building Commission has authorized Jim Hille, Sinclair Hille & Associates Inc., to update the Ten Year Space Plan for the City and County, with a report back in six months.

Campbell noted that the County has some immediate space needs and said Hille has agreed to provide an analysis of what the Board considers viable short term solutions.

Discussion followed with the following suggestions:

- O Move Risk Management to the former Police Department Building, 233 South 10th Street, and convert that space into offices for the Public Defender
- O Convert the City Council/County Board Conference Room into an office for Gwen Thorpe, Deputy Chief Administrative Officer
- O Relocate the Human Services Department; Families First & Foremost (F³) and Drug Court to the former Election Commission Building, 555 South 9th Street
- O Convert Conference Rooms 104 and 105 into offices for the Human Services Department
- O Convert Conference Rooms 104, 105 and 106 and the empty space in front of the conference rooms into one large conference room

Hudkins said the Public Building Commission is skeptical about the proposal to finish the third floor of the County-City Building, as the cost is estimated at \$2.3 million. He said it is anticipated that the space would primarily be used by the City.

Don Killeen, County Property Manager, said the square footage cost for that space is estimated to be \$15.75 and said the cost should only be allocated to the third floor tenants.

Campbell said she has indicated to the Public Building Commission that if the City proceeds with plans to renovate the Old Federal Building that the County will likely move its offices when the lease on the building is terminated.

7 FAMILIES FIRST & FOREMOST (F³) CONTRACT WITH CHILD GUIDANCE CENTER - Sheryl Schrepf, Juvenile Mental Health Director

Sheryl Schrepf, Juvenile Mental Health Director, reviewed a proposed contract with Child Guidance Center for professional services in the following areas (See Exhibit C):

1. Director of Service Development
2. Director of System of Care
3. Staff Assistant
4. Care Coordinator Supervisor
5. Office of Juvenile Services (OJS) Evaluation Coordinator
6. Family Outreach/Advocacy Worker
7. Family Outreach/Advocacy Worker
8. Clinical Consultant
9. Psychologist
10. Occasional Workers/Special Projects
11. Assessment Center Clinical Supervisor
12. Assessment Center Mental Health Specialist
13. Assessment Center Billing Clerk

Schrepf explained the County has already contracted with Child Guidance Center for the first eight positions and said this agreement will continue that arrangement. She said the agreement also incorporates the Assessment Center positions, which were approved in the budget, and explained that contracting these positions through Child Guidance will allow the County to receive Medicaid reimbursement. The agreement also provides for a psychologist to oversee the Office of Juvenile Services (OJS) evaluations, to oversee the clinical portion of the Assessment Center and Care Coordination System and to work with the Juvenile Court.

8 EXECUTIVE SESSION (PENDING LITIGATION) - Mike Thew, Chief Deputy County Attorney

MOTION: Heier moved and Hudkins seconded to enter Executive Session at 8:45 a.m. for discussion of pending litigation. Heier, Hudkins, Workman, Stevens and Campbell voted aye. Motion carried.

MOTION: Heier moved and Workman seconded to exit Executive Session at 8:51 a.m. Heier, Workman, Stevens, Hudkins and Campbell voted aye. Motion carried.

9 ACTION ITEMS

- A. Schedule Luncheon Meeting with Judge Missouri, Administrative Judge of the Seventh Circuit Court of Maryland; and the Justice Council (November 1 or 15, 2001)

The Board tentatively scheduled a dinner meeting with Judge Missouri, Administrative Judge of the Seventh Circuit Court of Maryland, on Tuesday, October 30, 2001.

10 CONSENT ITEMS

- A. Authorize Kerry Eagan, Chief Administrative Officer, to Sign Proxy for Nationwide County Growth Portfolio
- B. Microcomputer Requests:
 - 1. c#2001-314, \$1,153.66 from the Juvenile Probation Office Budget for Seventeen (17) 256 meg Memory Modules
 - 2. C#2001-313, \$1,472.51 from the Sheriff's Budget for Servall Standard Software
 - 3. C#2001-298, \$11,610.60 from the Drug Court Grant for Three (3) Dell C800 Laptops, Etc.
 - 4. C#2001-328, \$11,409.96, County Extension, from the Microcomputer Fund for Three (3) Compaq D300's, 19" Monitors & 60gig Hard Drives and Three (3) Compaq D500's, 17" Monitors

MOTION: Hudkins moved and Heier seconded approval of the Consent Items. Hudkins, Heier, Workman, Stevens and Campbell voted aye. Motion carried.

11 ADMINISTRATIVE OFFICER REPORT

- A. Dedication and Celebration Ceremony for the New Lancaster County Youth Services Center (Thursday, February 7, 2002, 11 a.m. - 12 p.m.)

Heier will provide additional information at a future meeting.

B. Meeting Between the County Board and Boards of Surrounding Counties Regarding Comprehensive Plan (Early November)

Item held.

C. BryanLGH Parking Plans

Eagan reported that BryanLGH Medical Center's construction plans will divert traffic from South Street through the leased parking space and said there needs to be a stipulation that the space will be returned to the County in its original condition.

D. Juvenile Detention Construction Meeting

Eagan gave a brief progress report.

E. Malone Center Update

Campbell reported on a meeting Mayor Wesely and representatives of the City, County and United Way held with Rev. Michael Combs, Malone Community Center Board President and said further funding of the Malone Community Center by the three entities is contingent upon the Malone Community Center Board accepting outside assistance in improving fiscal management and administration.

Stevens noted there are interests in the community that are willing to step forward and ensure that services to the community that the Malone Community Center serves continue.

F. Meeting with the United States Fish & Wildlife Service

Thorpe reported on a meeting held to discuss whether the United States Fish & Wildlife Service will add the Salt Creek Tiger Beetle and the Salt Wort Plant as an emergency listing on the Endangered Species List.

Campbell noted that such action could eliminate development in the Salt Creek basin.

G. Affirmative Action Meeting

Eagan said Joyce Quinn, City Affirmative Action Officer, is updating the City's Affirmative Action Plan and recommended that she be asked to work on an update of the County's Affirmative Action Plan, as well.

The Board requested a cost estimate.

H. Elected Official Salaries

Eagan indicated receipt of the Nebraska Association of County Officials' (NACO's) salary survey and said he will provide the County Board and Georgia Glass, Personnel Director, with copies.

MOTION: Workman moved and Heier seconded to reconvene the Elected Officials Salary Review Committee. Workman, Hudkins, Heier, Stevens and Campbell voted aye. Motion carried.

The Board requested copies of the Elected Officials Salary Review Committee's original report.

The Board also requested that a letter be sent to each of the elected officials indicating that the Board will be setting their salaries and that the Elected Officials Salary Review Committee will be seeking their input.

I. Olsson & Associates Billing for Radcliffe Road

Eagan said Olsson & Associates has submitted a bill for the redesign of driveway access for Lincoln Mattress off of Radcliff Road (work was related to the Lancaster County Juvenile Detention Center construction project).

MOTION: Hudkins moved and Heier seconded to appoint a committee comprised of Kathy Campbell, County Board Chair; Bob Workman, County Board Vice Chair; Kerry Eagan, Chief Administrative Officer; Dave Johnson, Deputy County Attorney; and Don Killeen, County Property Manager, to review the issue of liability for the redesign and to bring back a recommendation to the Board. Hudkins, Heier, Workman, Stevens and Campbell voted aye. Motion carried.

J. Workers' Compensation in Nebraska Seminar, December 5, 2001 in Omaha, Nebraska

MOTION: Heier moved and Stevens seconded to authorize attendance by either Kerry Eagan, Chief Administrative Officer, or Gwen Thorpe, Deputy Chief Administrative Officer. Heier, Stevens, Workman, Hudkins and Campbell voted aye. Motion carried.

K. Meeting with Douglas and Sarpy County Boards

The Board proposed that the meeting be held on November 8, 2001.

L. Legal Opinion Request Regarding County Property at 1309 "M" Street

The Board authorized the legal opinion request (see agenda packet).

M. Letter from Gordon Kissel, Legislative Consultant, Notifying the County of his Representation of the Nebraska Historical Society

Board consensus that a conflict of interest does not exist.

12 DISCUSSION OF BOARD MEMBER MEETINGS

A. Lancaster Manor Advisory Committee - Workman

Workman reported that 5-City TV filmed *County Connections* at Lancaster Manor.

B. Lancaster County Fairgrounds Joint Public Agency - Heier, Workman

Report previously given.

C. Ecological Advisory Committee - Heier

No report was given.

D. Budget Monitoring Committee - Campbell, Stevens

No report was given.

E. Joint Budget Committee - Campbell, Stevens

See Item 11E.

F. Meeting with Mayor Wesely - Campbell, Workman

Campbell and Workman reported that space needs were discussed.

G. Nebraska Association of County Officials (NACO) Board Meeting - Workman

Workman reported that interviews will be conducted with finalists for the position of Nebraska Association of County Officials (NACO) Executive Director.

H. Public Building Commission - Campbell, Hudkins

Hudkins and Campbell reported that the following was authorized:

- Update of the 10 Year Master Plan
- New conference table and chairs and speaker system for Conference Room 113
- Keypad entry for the east doors of the County-City Building

I. Board of Health - Hudkins

No report was given.

J. Families First & Foremost (F³) Conveners Group - Heier, Stevens

Sheryl Schrepf, Juvenile Mental Health Director, said F³ is still trying to get documentation from Region V on services that were provided to families as part of the contract with Region V for the Professional Partners Program (contract ended June 30, 2001). She said a \$37,700 payment for the final invoices has been held until this documentation is received. Schrepf said the Conveners Group has decided that a "last ditch effort" will be made to get the needed information so that the funds can be released.

Dave Johnson, Deputy County Attorney, said the County Board needs to decide whether or not to withhold the funds. He added that the situation is likely to be resolved within the next two weeks.

In response to a question from Campbell, Schrepf said there are approximately 35 incomplete files and 20 are cause for serious concern.

Stevens noted that F³ has already paid Region V for many of the cases that are lacking documentation.

Schrepf reported that \$12,500 of the invoices is for July, 2001, post-contract work, and the remainder is for June, 2001, the last month of the contract. She said the post-contract work is for the two Professional Partners that moved to the school wraparound system and there was a verbal agreement to pay for the interim services.

Heier suggested that the Board send a letter to Doris Karloff, Region V Executive Committee Chair, explaining the situation.

Stevens said the Conveners Group has appointed a committee to go to Region V's offices to look at the cases that are of most concern and try to determine whether the services were actually provided. He said the committee will report its findings back to Schrepf.

The Board asked Schrepf to draft a letter to Doris Karloff, Region V Executive Committee Chair, for signature by the Chair, explaining the situation and outlining the procedure adopted by the Conveners Group, with copies to Jill Rubottom, Region V, and Joy Schroder, Region V Executive Committee.

In response to a question from Hudkins, Schrepf said five family members are part of the Conveners Group. Two are family advocates and two are on contract to develop the Healthy Families Project.

Hudkins asked how they are compensated.

Schrepf said two are independent contractors and receive fees for services.

Hudkins asked whether they were selected on a competitive basis.

Schrepf said they have been actively involved with the Conveners Group from the beginning and will continue to serve on the Conveners Group until such time as the family organization, Families Inspiring Families, selects new representatives.

Hudkins expressed concern that their selection was not made through an open selection process.

Schrepf said the family advocate positions were advertised and the Healthy Families Project was a solicited project.

Campbell suggested that the question regarding family representation on the Conveners Group be referred to that group for discussion.

K. Visitors Promotion Advisory Committee - Workman

Workman reported that the Entertainment Market Study was tabled. He said additional discussion focused on how to retain the high school tournaments.

13 EMERGENCY ITEMS AND OTHER BUSINESS

Board consensus was to not hold a County Board of Commissioners Meeting on Tuesday, November 20, 2001.

14 ADJOURNMENT

MOTION: Stevens moved and Heier seconded to adjourn the meeting at 12:23 p.m. Stevens, Heier, Hudkins, Workman and Campbell voted aye. Motion carried.

Bruce Medcalf
County Clerk